

February 12, 2003

To: Members of the Student Information Advisory Group  
School Division Student Information System Contacts

From: Bethann Canada and Janet Christopher  
Department of Education

Hello All and Happy New Year! We hope you enjoyed your planned holidays as well as all of the unplanned snow days.

The Department of Education is seeking your input on a proposed collection of non-identifiable student records. As you may know, the No Child Left Behind Act of 2001 requires states to collect and report information on student and school performance beyond what we currently require in Virginia. As we prepare to modify our data systems to collect this information, we are requesting your input before we proceed.

We will retire major portions of the Annual School Report Statistical, the Report of Graduates, the Report of Dropouts and the Report of Fall Membership, replacing them with a student record collection. We will no longer provide Excel input documents. Instead we will accept a "flat file" from you at different points throughout the school year.

The first possible time we could collect this information would be mid-September, 2003, reflecting the 2002-2003 school year and replacing the Annual School Report Statistical, Report of Graduates, and portions of the Report of Dropouts. A second collection would take place mid-October, collecting the remainder of Dropouts and Fall Membership.

At a minimum, the following data items will be collected for each student. Exact file specifications will be provided at a later time.

- Unique identifier (to remain the same for September-October collections)
- Division number
- School number
- Race/Ethnicity
- Gender
- Birth date
- Grade level
- Disability code
- Disadvantaged status (Yes or No)
- Limited English Proficient status
- Migrant status

Gifted code  
Entry code  
Entry date  
Withdrawal code  
Withdrawal date  
Aggregate Days Membership  
Aggregate Days Attendance  
Promotion/Retention code  
Truancy conference status (Yes or No)  
Title I status (Reading, Math, Both)  
Dropout reason code  
Graduate document code  
Graduate plan code  
Career and tech completer (Yes or No)  
Tech Prep Completer (Yes or No)

Please respond to the questions below by reply to this e-mail within the next week (a reply by Friday 2/14 is preferred). Your input is sincerely appreciated!

1. Will you be able to provide a flat file with the data items listed above in mid-September 2003? If not, what are the issues that would prevent you from doing so?
2. List the data items that are not present in your Student Information System or those that would be difficult to derive.
3. Any other comments?

THANK YOU!